

# ONLINE EMS INSTRUCTOR UPDATE

<http://va.train.org>—Course ID#: 1025144

5:30-8:30pm

Thursday, January 6, 2011    Thursday, March 3, 2011    Thursday, May 5, 2011

Dear Instructor/Coordinator,

Due to ongoing travel restrictions, the Office will continue offering Online EMS Instructor Updates in 2011. We are scaling back the update to every other month and have changed to Thursday Evenings for the first 6 months of the year.

In order to ensure proper registration for the online updates, you must have an account on TRAINVirginia. If you do not already have a TRAINVirginia account, a **Quick Guide** for setting up a TRAINVirginia account is attached to this document. TRAINVirginia will be used to register you for the update and to take the quiz on the update.

In order to register and hold your spot for the upcoming EMS Instructor Update, please go to TRAINVirginia and search for the following course:

*VAINST: EMS Instructor Update Registration (TRAIN Course ID: 1025144).*

The super secret registration code is: '**instructor**'.

After registering for this course in TRAINVirginia, you will receive an e-mail from TRAINVirginia confirming your registration.

Several days (2-3) prior to the actual update, you will receive an e-mail from Chad Blosser ([meetinginvite@mail.netconferencing.com](mailto:meetinginvite@mail.netconferencing.com)), stating that Chad Blosser has invited you to a meeting in the Genesys Meeting Center. Genesys Conferencing is the online conference management tool the Office uses to host its online training/webinars. You must click <[Accept](#)> in that e-mail to confirm your registration. You will then receive reminder e-mails from Chad with information on how to access the meeting and how to test your browser prior to the online Update. Also Chad will send an e-mail that will contain an attachment which is the set of slides that will be covered during the update. Please print this off and have it with you for reference during the update. You will be required to call in to hear the audio of the conference as it is not streamed with the update.

Please make sure that the e-mail address listed above is placed in your SPAM "white list" or "Safe Senders" so that you will get your meeting invitation. Without this invitation, you will not be able to access the online EMS Instructor Update.

If you have never used Genesys Conferencing, there is a small download that will be required on your part. Please log on to the conference several minutes before it's start in order to ensure you are connected. Office staff will join the conference 10 minutes prior to its scheduled start in order to assist users with any technical problems they may experience. If you are on the phone portion of the call and cannot access the internet portion, please push \*10\* on your phone and a Genesys Customer Service Representative will come on the line and assist you.

***Please note: The update will start on time and the "door" to the meeting room will be closed 5 minutes after the start of the program. Once the door is closed, you will not be able to access the conference and will be required to reregister.***

At the completion of the update, you will be required to return to TRAINVirginia and to register and take the second course: *VAINST: EMS Instructor Update Quiz (the Course number and passcode will be given to you during the update)* which will automatically record your attendance at the update on your Instructor/Coordinator Record. **You will have until the end of the month to pass the quiz. If you are unsuccessful or do not attempt the quiz, you will be required to reregister and retake the update to reattempt the quiz.**

We look forward to your attendance at the next online EMS Instructor Update!

